



**Directorate of Income-Tax (IT)**  
**Central Board of Direct Taxes**  
**5<sup>th</sup> Floor, Mayur Bhawan**  
**New Delhi-110001**

**F.No. DE-2014/Notification/DIT(IT)/ 4583 to 4601**

**Dated : 27.01.2014**

To

All Chief Commissioners of Income Tax (Cadre controlling),  
All CIT(In-charge of Examination)

**Subject : Notification-I for Departmental Examinations – 2014 for (i) Income Tax Officers, (ii) Income Tax Inspectors and (iii) Ministerial Staff – regarding.**

**Madam/Sir,**

I am directed to refer to CBDT decision in file of even number dated 24.01.2014 on the above subject and to communicate the following: -

**ITO/ITI Examination 2014**

(a) The Departmental Examinations 2014 for the ITOs and ITIs shall be held in accordance with the Amended Departmental Examination Rules 2009 for ITOs and ITIs respectively.

(b) Syllabus would be the same as was applicable for 2013 Examination.

As regards eligibility, the 2014 Examination for ITOs/ITIs shall be held on the basis of the eligibility criteria as circulated vide Directorate's Instruction F.No. EG(20)(8)Restructuring/2001/DIT/Pt.file dated 30.03.2007 (copy enclosed as Annex-1). For 2014 Examination too, the eligibility criteria of Steno Grade II for ITO Exam would be the same as modified by CBDT in F.No. DE 2012/Notification/DIT. Accordingly, only those Stenographers Grade-II are eligible to appear in ITO Examination who have completed 5 years of regular service after induction and have passed the ITI Exam. (copy enclosed as Annex-2)

(c) The effective date of passing the Examination shall be governed by this Directorate's Instruction F.No. DE/Delhi/Effective Date/DIT/2011/3886 dated 22.12.2011 (copy enclosed as Annex-3).

(d) The schedule of the Examination is also being sent here with as Annex-4.

2. The candidate shall fill the application form online on the website: [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). The candidates would be enabled to fill the online application form from 10th March,2014(10:00 a.m.) onwards. The last date for filing the online application form and the submission of print out by the candidates to CCIT/CIT(Examination) shall be the 10th April, 2014 (8:00 p.m.). **No application form will be accepted after this date.** The CCsIT/CsIT (Exam) will be given a link for online verification/certification of the application of the candidates. After verification the CCIT/CIT (Exam) shall scan all the application forms so received in their respective regions. The scanned forms shall be sent to the Directorate in CDs. The physical forms (print-outs after attestation and certification) shall also be sent to this Directorate as was being done in earlier years.


3. Following points may be kept in mind by candidates while filling the application forms-
- (a) The candidates should carefully fill the application form after reading the instructions printed above the form.
  - (b) Only one application form has to be filled by a candidate.
  - (c) The previous records of the candidates will be reflected against his roll no, in the application form and he will be given an option to raise a query, if any data is incorrect. However, his claim would be accepted only after verification. The candidates, who are appearing for the first time would fill the information as available with them which will be accepted only after verification by the CCIT/CIT(Exam) and this Directorate. Such first timers will be allotted new roll Nos.
  - (d) The candidates who are changing their category from 'PQ to Normal' or 'Normal to Betterment' will be able to do so only after approval of this Directorate after verification by the CCIT/CIT(Exam).
  - (e) The candidate is required to upload a scanned passport size photograph and his scanned signature in .jpg format in the online application form.
  - (f) A copy of the printout of the application form may be retained as acknowledgement.
  - (g) The application printout that is to be submitted should be handled carefully and SHOULD NOT BE FOLDED / PUNCHED OR CRUSHED.
  - (f) Candidates who do not submit a printout of the application form to CCIT/CIT (Exam) for verification will not be permitted to appear in the examination merely on the basis of online submission of the application.**
  - (g) The facility of 'reprint' of submitted application form has been provided to candidates.
  - (h) If any modification is required to be made to the uploaded photograph, or signature, a candidate will have to report to the CCIT/CIT(Exam).
4. Please ensure that the application forms are correctly filled by the candidates and duly forwarded from your side for which there is a designated space in the application form itself. **The number of chances availed by candidates must be verified with due care.**
5. It may be noted that marking of bubbles is the cornerstone for examination based on OMR sheet and correct method of marking the bubbles is clearly indicated on the back side of each OMR sheet. If the bubbles are not marked in the correct manner, as indicated on the back side of OMR sheet, then marks may get deducted and no representation in this regard would be entertained. Secondly, if more than one bubbles are marked, it would be taken as a wrong answer and 1/8th marks would be deducted for it. These changes would be incorporated as amendment in Rule-V of the departmental rules.
6. It is further added that the candidates who have already qualified a paper/examination are **not eligible for re-appearing in that paper/examination**, except for betterment candidates who are allowed to appear in examination for bettering their scores once they have qualified the entire examination as reserved candidate.

**-MS Examination 2014**

- (a) The Departmental Examinations 2014 for the Ministerial Staff shall be held in accordance with the Departmental Examination Rules for the Ministerial Staff 1998.
- (b) As regards eligibility, the 2014 Examination for MS shall be held on the basis of the eligibility criteria as circulated vide Directorate's Instruction F.No. EG(20)(8)Restructuring/2001/DIT/Pt. file dated 30.03.2007 [Annex-1]. Stenographers appointed provisionally in the department on relaxed standards subject to his/ her attaining the prescribed standard within the stipulated period are **Not eligible** as per the clarification dated 18-09-2013 issued by this Directorate (Annex-5).
- (c) The effective date of passing the Examination shall be governed by this Directorate's Instruction F.No.DE/Delhi/Effective Date/DIT/2011/3886 dated 22.12.2011.[Annex-3].
- (d) The schedule of Examination is as per Annex - 4.
- (e) The CCI/CIT (In-charge of Examination) may enrol the candidates for the MS Examination as per the past practice.

**Encl. : As above.**

**Yours sincerely,**

  
**(Manoj Joshi)**  
Director of Income Tax (IT)  
New Delhi